

# Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Oil, Gas, and Mining. Accounting Section (3217)  
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**Records Officer** Vicky Dyson

07685    Operating control report

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Accounting Section

**SERIES:** 7685

3

**TITLE:** Operating control report

**DATES:** 1949-2007

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This was a report generated by the Division of Finance showing the current status of the division's funds. Information included the date, the fund number, the document number, the purchase order number, the allotment amount, the amount of purchase orders outstanding, the amount of payments, and the amount of the unencumbered balance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

This record is long obsolete and should be disposed of.